

From: Dutton, Steven [/O=EXCHANGELABS/OU=EXCHANGE ADMINISTRATIVE GROUP (FYDIBOHF23SPDLT)/CN=RECIPIENTS/CN=795A1526FEEC425F8BE0B3F5C0A671C6-DUTTON, STEVE]
Sent: 10/23/2018 3:20:42 AM
To: Ross, Mary [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=98359cd1f66f46ec91d327e99a3c6909-Ross, Mary]; Thompson, Stephen [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=e956e9d4205945e99506851a314a99d3-Thompson, Stephen]
CC: Vandenberg, John [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=dcae2b98a04540fb8d099f9d4dead690-Vandenberg, John]; Boyd, Marieka [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=667ddadc1eaa4441be9abd1813973cc0-Boyd, Marieka]; Cain, Kirkley [/o=ExchangeLabs/ou=Exchange Administrative Group (FYDIBOHF23SPDLT)/cn=Recipients/cn=281b003f1d3b4e9582158ed456d30753-Cain, Kirkley]
Subject: RTP FY19 Q1 and Q2 Travel Needs
Attachments: FY19 Travel Plan 2018-10-18_Q1 & Q2.xlsx

Hi Mary/Stephen,

Here are RTP's anticipated FY19 Q1 and Q2 travel needs. The trip details are in the attached file and here is the bottom line:

Deliberative Process / Ex. 5

Deliberative Process / Ex. 5 travel need is attributed to the PM CASAC meeting being held in Washington DC (no training or registration associated with that meeting). The PM CASAC travel estimate assumes typical round-trip airfare and 2 nights lodging for the PM team extending down to the Chapter Manager role, all of whom John and I believe will be important to have attend this meeting. Brainstorming a few options for the PM CASAC meeting:

- 1) Ask ORD IOAA for additional travel resources to cover travel to this advisory meeting
- 2) Look into what it would take to convert HHRA 2.21 RAP funds into travel (am I remembering correctly that this might be possible with the appropriate justification)
- 3) Consider requiring the team to take an EPA van, thus reducing travel cost
- 4) Consider restricting the number of attendees

Steven Dutton
Deputy Division Director
U.S. EPA/ORD/NCEA-RTP
dutton.steven@epa.gov
919-541-5035 office
Personal Matters / Ex. 6 cell